9 CHAPTER: VIEW EXTERNAL OFFSET PAYMENT INFORMATION

IRMS maintains comprehensive information about payments made to your setoff agency

- External Offset Payments Summary
- External Offsets Payment Detail

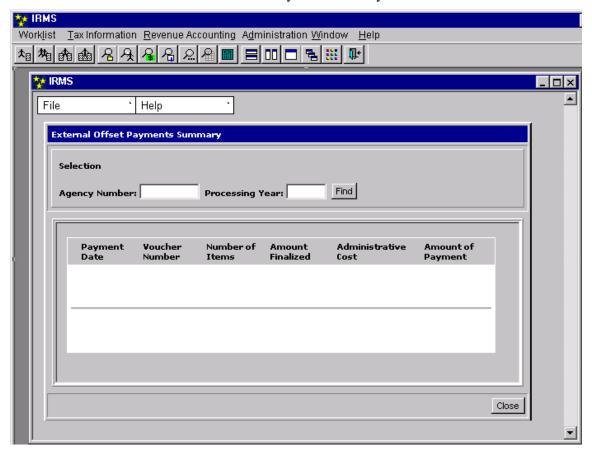
You can only access the External Offset Payment Detail window from the External Offset Payments Summary window.



Note: This information is view only, and is updated daily by IRMS.

External Offset Payments Summary Window

The illustration below is the External Offset Payment Summary window.



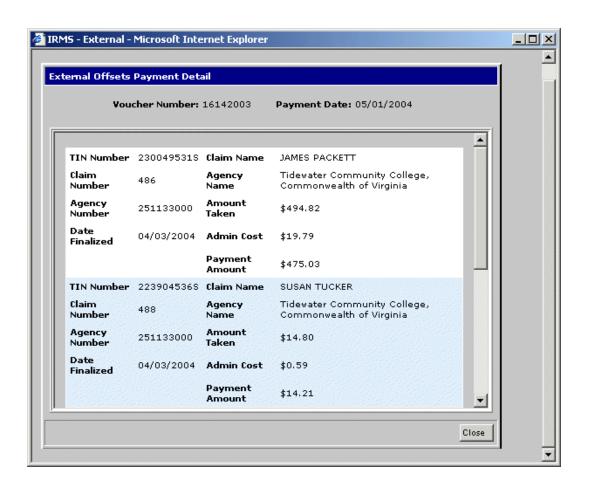
External Offset Payments Summary Fields

The table below lists the fields in the External Offset Payment Summary window and provides a brief description of each.

Field	Field Type	Description
Agency Number	Required	The number of the agency for which the information is requested.
Processing Year	Required	The year for which the information is requested.
Payment Date	System Generated	The date the payment was made to the agency.
Voucher Number	System Generated	The number of the voucher sent to the agency.
Number of Items.	System Generated	There may be multiple claims paid in one voucher.
Amount Finalized	System Generated	The amount to be applied to the claim.
Administrative Cost	System Generated	The amount of any processing or other fees. This is only applicable for localities.
Amount of Payment	System Generated	The Amount Finalized minus any Administrative costs.

External Offset Payment Detail Window

The illustration below is the External Offsets Payment Detail window:



External Offset Payment Detail Fields

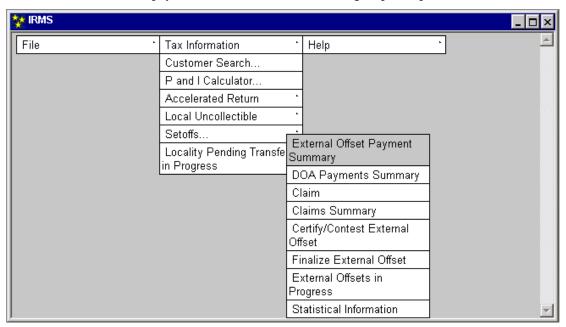
The table below lists the fields in the External Offset Payment Detail window and provides a brief description of each.

Field	Field Type	Description
Tin Number	System Generated	Debtor's external ID - SSN or FEIN.
Claim Name	System Generated	The name of the Debtor identified by the SSN or FEIN.
Claim Number	System Generated	Number assigned by Tax.
Agency Name	System Generated	Name of Agency receiving the payment.
Agency Number	System Generated	Unique number assigned to the agency.
Amount Taken	System Generated	Finalized Amount
Date Finalized	System Generated	Date resources were applied to the claim.

Field	Field Type	Description
Admin Cost	System Generated	The amount of any processing or other fees. This is only applicable for localities.
Payment Amount	System Generated	The Amount Taken (finalized) minus Administrative Costs.

Viewing External Offset Payments

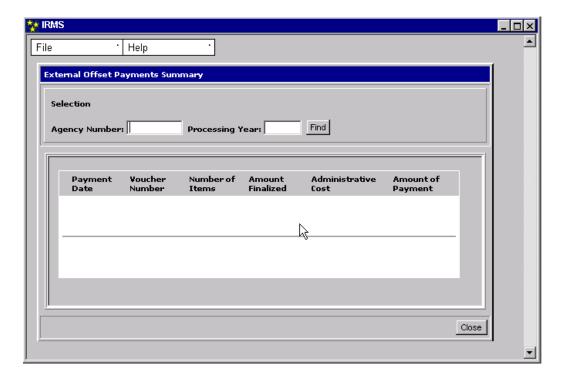
To view External Offset payment information, the following steps are performed:



Step 1: From the IRMS Main window, select: <u>Tax Information: Setoffs: External Offset Payment Summary</u>.

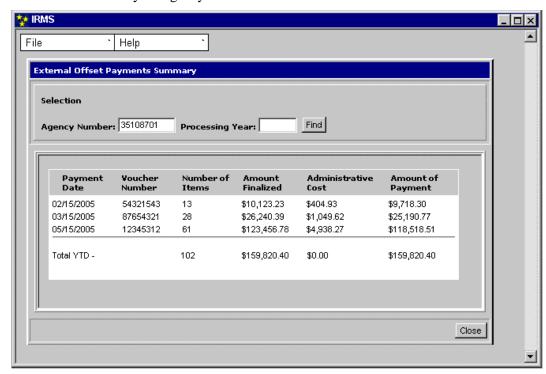
The External Offset Payment Summary window is displayed.

Note: The window is not populated with any data until a specific Set-Off agency is identified. The first section of this window is where you enter the information about your agency, so that the payment information can be displayed in the second section.



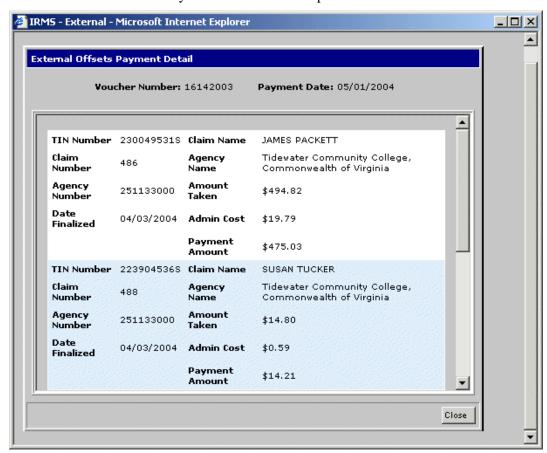
- **Step 2:** Enter Agency Number.
- **Step 3:** Enter **Processing Year**.
- Step 4: Click Find.

 The External Offset Payments Summary window populates with claim and voucher information for your agency.



Step 5: Double-click on the desired line item, to view more detail about a particular voucher payment.

The External Offsets Payment Detail window opens.



- **Step 6:** Click the down arrow on the vertical scroll bar to view additional payments.
- **Step 7:** Click **Close** to exit this window and return to the External Offset Payment Summary window.